

The Wallyball Information Network Tournament Guide



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Edited & revised by the WIN! Board of Directors

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Introduction

Welcome To The Wallyball Information Network Tournament Guide

My name is Steve Fuhrman. I've been involved with wallyball since 1981.

I will be taking you through a guided tour on how to setup a wallyball tournament. I have successfully setup and run 90+ tournaments over last 26 years. This includes tournaments at the local, state, regional, and national levels. These tournaments have lasted from two (2) to six (6) days in playing time. The number of players varied from 25 - 175 players. In the past I have worked closely with Wallyball International Inc, the American Wallyball Association, and The Association of United Wallyball Players. Hopefully this guide will help you to run a successful tournament in your area.

It's not uncommon for players to travel to different cities or states to compete in well run tournaments. The key here is well run tournaments. Unfortunately, there are some tournaments that aren't well run. Today, about 3% of all the wallyball players in the world actually play in organized tournaments. This number was actually much higher a decade ago. The decline could mean that tournaments aren't promoted properly or just aren't well run.

A successful tournament will have a variety of individuals involved in setting up the tournament, and each person's role and responsibilities must be well documented.

In this manual you will find a suggested structure that works. Feel free to modify any of the information here to fit your needs.

If you need help, please feel free to contact me at Executive_Director@Wallyball-Info.com

Put in some time up front to properly plan your event and you will be repaid by seeing players return time and time again because you have provided them with such a great time!

Chapter 1

Tournament Committee

Teamwork is very important within the tournament committee. There are a lot of tasks to be accomplished if your tournament is to be a success

Tournament Team Structure and Responsibilities

Tournament Director

The Tournament Director should be experienced in playing in tournaments, and must be familiar with the basic rules of wallyball. This director can play in the tournament if they feel comfortable with their duties. Remember, however, that hosting a successful tournament should be your #1 priority. Hosting a tournament means you will incur some expenses. These expenses will have to be covered, and hopefully you will have sufficient players register to offset these expenses. One way to develop a budget is to set an entry deadline. This will help you to estimate the amount of revenue that the tournament will generate. I usually set a registration deadline of one (1) week before the tournament. If you have players that are traveling a long distance this deadline may need to two (2) or (3) weeks.

- Delegates responsibilities and works with other Directors
- Works with contacts in the area in which the tournament will be held
- Works with the Rules Director (If there is one)
- Ensure courts are set up prior to tournament
- Ensure facility presents good appearance
- Ensure all supplies are on hand
- Arrange for parking
- Answer or find someone to answer all questions from participants
- Develop operating budget
- Overall planning of tournament and "Go To" person

Publicity Director

- Tournament Promotion
- Design, produce, and distribute entry form
- Create and distribute banners/signs/flyers/waiver form
- Create sponsor signs and display them
- Contact local newspapers and advertise
- Obtain sponsors
- Write thank you letters after tournament

Registration Director

- Address and mail forms
- Obtain entry forms received in the mail and record entries
- Account for monies received
- Register late entries
- Order T-shirts
- Order awards
- Hand out T-Shirts
- Hand out other materials as needed to players at registration
- Photograph each team
- Report entries to Day of Event Director prior to each day's event

Day of Event Director(s)

If you do not use a Day of Event Director, all responsibilities listed for them will be added to the Tournament Director's duties. These Directors should be experienced in playing in tournaments, and must be familiar with the basic rules of wallyball. You can get a separate Director for each day. These directors can play in the tournament if they feel comfortable with their duties.

- "Go To" person of the day
- Set up pool play chart
- Set up schedule for referees
- Hold players meeting
- Obtain and post results of each match
- Oversee tournament each day, making all necessary decisions
- Set up playoff brackets

Hospitality and Awards Director

- Place order for food
- Establish location for food to be served
- Make sure to have enough beverages/plates/utensils/cups. Refill beverage container as needed
- Clean up facility each day
- Display awards at facility
- Present Awards

Chapter 2

Tournament Preparation

Registration

This is about the most hectic time of the tournament. The better prepared you are, the smoother it will run. Select an open area for the registration table. This will allow for players to wait in line to register. No player should pass this location before he or she signs in.

Sign In

It is important to have a master list (maybe two) of all the teams. This list should have: team name, division, player's names, contact information, paid/not paid, shirt size, and signed waiver. When all this information is recorded and received, you may proceed to give the players their shirts, rule books, etc.

Shirts

It is very important you count shirts when you receive them and put them in boxes according to sizes. This will help to speed up the sign-in process. Should you run out of shirts and/or certain sizes, start a list with the players name, address, phone number, and shirt size. Order additional shirts (if possible) and ship them after the tournament or, offer a different size or, offer a discount on the entry fee.

Waiver

A Waiver form states that participants relinquish any and all liability for and cause of action for personal injury, property damage or wrongful death occurring to participant arising out of participation.

Absolutely no one can play in a wallyball tournament or league without a signed waiver!

Trophies

The purchase and distribution of trophies is the responsibility of the Tournament Director or whomever the Tournament Director delegates the responsibility to.

Tournament Food

Food is typically a major expense. Food donation is a great way to reduce your cost and a great way to advertise. Personally I like having food left over. Players can take some with them to eat later if needed. Be sure not to run out of food! I suggest you wait until the day before to buy the fruit. This will give you an indication of how much to buy and will also insure that the fruit is fresh for the tournament day. Oranges, apples, bananas, and grapes are the best for our purpose. Cut the oranges in quarters. Buy small apples. Do not cut the apples. They'll turn brown and no one will eat them. Provide sandwiches, veggies, or some other form of finger food. Some players may volunteer to bring bars or brownies. Talk to some local businesses in your area. You may find out that they are willing to donate food to help your tournament. Remember to give your sponsors advertising.

Tournament Beverage

You will need at least one 5-gallon beverage cooler. A good rule of thumb is one cooler per 25 players. Fill the coolers with Gatorade or Powerade. Check with these companies to see if they will furnish the beverage and cups. The fruit and beverage should be next to each other along with several trashcans. Always have a towel or some type of receptacle under the beverage coolers to allow for spillage. You could ask players to mark their cups to cut down on trash and costs.

Clean-Up

It is the tournament director's responsibility to leave the facility in the same condition it was found. Clean!! Have as many trash cans around as possible. Don't let cups, food, and wrappers pile up.

Go around the club every hour to throw away trash. If you do this, it will be a lot easier to clean up at the end. Make sure that you put away any chairs or tables you might have used. Take down all nets if necessary. If this is a multi-day tournament, it's easier to leave the nets up until play is completed. Please check with the facilities.

Lockers and Towels

Most clubs will require a deposit for towels and locks. Be aware of those arrangements so you can brief the players as they sign in.

Emergencies

Please be aware of emergency phone numbers and hospitals in the immediate area. Also, have access to ice machines and/or cold packs.

Accommodations

In case you have teams that have traveled or aren't from the immediate area, it's always nice to be able to recommend to them moderately priced hotels, restaurants and entertainment. If there's a convention bureau or sports commission in the area, work with them. They have great contacts with hotels, restaurants, car rental, etc. With a little homework...players will keep coming back.

Volunteers

The tournament will run a lot smoother if the tournament staff works together. Take the time before the tournament to map out everyone's responsibility.

Players' Meeting

This is the most important part of the tournament. Now is the perfect time to have someone re-do the draw sheets if there have been any changes. First thank the players for participating. Explain any club rules, such as towels, lockers, using pools or equipment, parking, smoking, keeping the club clean, and no black-soled shoes!

You should first ask if there are any players who never have played wallyball or volleyball before. Always go over the basic rules that will be followed. Answer player questions. Have a copy of the rules for everyone to look at. The most important thing is to follow the rules you say you are following.

Using an extra tournament draw poster, explain to the players how the tournament will be run. Explain the scorecards and how to use them. It is very important they understand refereeing assignments, turning in scorecards, and most importantly, to have their team ready to play as soon as matches are finished. Emphasize that you will not be calling teams or referees to the courts. It is the team captain's responsibility.

You want to describe the scoring system and the different scoring formats that will be used in pool play and the play-offs.

You should try to keep the players' meeting to thirty minutes. Tell the teams where they are playing or refereeing and where the draw sheets will be located. End the players' meeting by wishing everyone good luck and to have a good time.

Chapter 3

Tournament Format

Tournaments consist of "pool play" (round-robin) and "playoffs" (tournament play). After the round robin is completed, either all the teams advance to the play-offs, or the teams with the best records advance to the play-offs. These teams play a single or double elimination format to determine the winner. The Tournament Director will determine the tournament format. For round-robin playing schedules and tournament brackets see <http://www.wallyball-info.com/Documents.html>

Pool Play

Ideally, pools consist of 5 - 13 teams in the same division. Each pool will play on 2 - 6 designated courts throughout the entire round robin play.

The round robin schedule lists when teams play and which teams referee. Try to play each team in your pool at least once (time permitting).

Depending upon the number of teams you have in a division, a match could consist of one, two, two out of three, or three games. Official wallyball scoring is used where a team can score a point on every rally until it reaches the freeze point (three points less than game point. Examples: freeze point would be twelve in a fifteen-point game or fifteen in an eighteen-point game). Then that team can only score when they serve. The team that is behind will be awarded one more point on a side-out, and then their score will be also "frozen". They will only be able to score when they serve after they are "frozen". A team must have a two (2) point advantage to win.

Seeding Teams For The Play-Offs

Depending upon the scoring and play-off format chosen, the top 2, 3, 4, or 5 teams in a pool with the best win/loss record will go to the play-offs.

If there are teams that are tied for play-off or seeding positions, use the following tiebreaker:

- 1 Best record against each other, if still tied;
- 2 Total number of points scored, if still tied;
- 3 One game to 11 points if the teams are tied for a play-off spot - a coin flip if they are tied for a seed position.

Tournament Draw

The first thing to do is to put all the entry forms into their respective divisions. You should try to have at least five teams registered to have a pool. If not, you will have to call the captains and combine those teams into another division. Try to accommodate as many teams as possible.

Next you want to determine how many pools you are going to have. This will tell you how many draw sheets you need to make up. Draw sheets can be drawn to proportion on a standard sized piece of poster board. You should always have a couple of extra drawn up, just in case. A white board can also be used.

Scoring Format

If there is a time problem the scoring formats can be changed at the discretion of the tournament director. Should the pool play run late, change the play-off scoring format to a shorter version. If pool play is ahead of schedule, you may wish to change to a longer format. Teams enjoy playing and we want to accommodate them, but on the other hand, try to end tournaments at a reasonable time. Use your discretion.

Referees

Referees have always been a problem for play-offs. Teams seem to disappear once the round robin play is over. Anticipate this problem and link people up to help referee the play-offs when the round robin is just winding down.

Equipment And Set-up

It is very important to arrive at the club early to set up the nets and put down the service lines. If possible, try to do all of this the night before so you can concentrate on player registration and the players' meeting.

The nets should be at the correct height and at tight as possible. This will allow for more play off the net.

Balls should be inflated to 3-4 lbs. And feel firm but not hard. If you can, try to obtain a hand pump and needle valve. Check ball pressure each day of the tournament.

Wallyball Rules

Be familiar with wallyball rules. Printout a copy of the WIN! Wallyball Rulebook for the players to review. The rulebook is located at http://www.wallyball-info.com/Wallyball_Rules_Page.html

